



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

November 2, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-18

TO: LaGov HCM Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Payroll Deductions Authorized for Calendar Year 2016  
Statewide Vendors/Products Removed from Payroll Deduction

Upon review of the annual vendor applications, it has been determined that the following vendors/products will be removed from payroll deduction effective January 1, 2016 due to the vendor not meeting the participation requirements or the vendor requesting not to renew their payroll deduction:

Vendor	Deduction Code	Wage Types	Product Name
American General Life Insurance Company	NM 32	3B27, 3E27	Universal Life
Kanawha Insurance Company	PA/NA 25	3140, 3141	Cancer
MedAmerica Insurance Company	NM 52	3138, 3538	Long Term Care – N/S
United Teacher Associates Insurance Company	NM 80	3139, 3539	Cancer C/V – N/S

These vendors have been notified that they are responsible for contacting employees with products being removed from payroll deduction. They will advise the employees on how premiums can be paid, e.g. bank draft or invoice, in order to keep their policies in force. Agencies will not receive a new SED-4 form to indicate the removal of these products. Agencies can run report ZP64, Employee Wage Type Results Report, to determine which employees have these wage types/deductions. Deductions will be stopped automatically after the last payroll in December 2015.

As a result of the analysis on the annual participation levels, some changes may also need to be made for deductions that are being withheld under an incorrect product code. Vendors will contact the agencies affected. Agencies may accept an SED-4 **without an**

**employee's signature** if the SED-4 submitted by the vendor is correcting the product codes and/or amounts between products and there is no change in the total semi-monthly premium. These changes are allowed since these are considered to be correcting an administrative error. Refer to the [Voluntary Benefits Product Code Correction Procedures](#) on the [OSUP Procedures](#) page for further details.

Vendor refund requests (SED-5's) must be verified by the agency prior to being entered. The "incorrect semi-monthly deduction" amount should equal what was actually deducted under that product code between the dates for which the refund is being requested. Agencies should utilize Infotype 0014 pre-conversion (prior to 8/31/15), Infotype 0377 post conversion (8/31/15 and later), and run report ZP64 to determine what codes and amounts were actually deducted during the refund period. If amounts do not agree, the agency must contact the person by whom the refund was requested or the Billing Coordinator to resolve. However, it is ultimately the vendors' responsibility for the amount that is being requested to be refunded.

An updated list of vendors, authorized products, and assigned codes, as well as, the names, addresses, phone numbers, fax numbers, and email addresses of the vendor Administrative, Billing, & LA Sales Coordinators (VC-02) is attached for your reference.

If you haven't already contacted **LA Sales Coordinators** via email or phone to invite the vendor to agency vendor fairs, please do so for the October/November enrollment period. If emailing, remember to copy the Administrative Coordinators. Agencies can request vendors to email information/brochures about their products in a file format (word, excel, pdf, etc.) so that these files can be attached to an email when notifying the employees of the vendor fair. This will allow employees to review information prior to the vendor fair.

Agencies should refer employees to the following link on the OSUP website: [http://www.doa.la.gov/Pages/osup/Emp\\_SW\\_Vend\\_Products\\_January2016.aspx](http://www.doa.la.gov/Pages/osup/Emp_SW_Vend_Products_January2016.aspx). This website includes generic product definitions as well as the ability to search for information at the product or vendor level. Links maintained by the vendors have been added to OSUP's web pages that provide more details about the products offered to LA State Employees. These web pages should be printed by agencies for those employees who do not have access to the Internet.

Agencies must contact the vendor Billing and/or Administrative Coordinator for any concerns/problems with statewide vendor deductions. If for any reason the matter is unable to be resolved, please advise OSUP.

**Continual communication between agency personnel, vendor Coordinators, and OSUP is critical for accurate and efficient processing of employee deductions for all parties involved.** Timely resolution of deduction problems is mandatory. Agency personnel are responsible for assuring that both verbal and written correspondence from coordinators is acted upon in a timely manner. Please make sure that all staff involved in this process is made aware of this information.

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**NOTE:** With annual enrollment, all Statewide Vendors will need accurate agency contacts in order to send SED-4 forms to agencies for entry. Please make sure to update your agency's Statewide Vendor contacts in LaGov HCM by using transaction ZP200 (Agency Contacts). Please refer to the [Agency Contact Report Procedures](#) on the [OSUP Procedures](#) page for complete details.

On August 20, 2015, the Office of Technology Services (OTS) sent a Listserv message regarding the changes for processing benefits in LaGov HCM. Please refer to the [Benefits Changes](#) document and the [Statewide Miscellaneous Product Enrollment](#) help script for complete details.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

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Kenya Warren	342-5357	Brandy Boyd	342-5354
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APH:JAB/par

Attachment: [VC-02, Vendor/Coordinator Listing](#)